



## ASSOCIATE OF APPLIED SCIENCE

# Human Resource Management

The **Associate of Applied Science (AAS) in Human Resource Management (HRM)** will prepare students for opportunities in the growing field of human resource (HR). Professionals in HR can work in a variety of occupations and play a strategic role in the success of an organization. They must be competent in HR knowledge, facilitating changes, and have personal credibility which includes trust and confidentiality. They may facilitate employee communication, manage human resource records, administer employee compensation and benefit plans, recruit, orientate new employees, write policies and apply employment laws and regulations.

### Why study human resources?

The HRM program prepares individuals to have the skills, knowledge, and abilities in core human resource functions, employee relations issues, communicating effectively in a work environment, and applicable federal, state, and local employment regulations and working knowledge of basic employment laws. Instructional components include personnel recruitment and evaluations, employee relations, employee training and development, employment law, and compensation and benefits, and human resource information portfolios and systems.

### Career choices

Professionals with an AAS in HRM can have a variety of career opportunities as HR assistants or specialists in a wide range of businesses, including employment placement agencies, temporary employment services, and professional employment organizations. Some career examples include:

- HR generalist or representative
- Compensation or benefits specialist
- Training and development specialist
- HR coordinator
- Staffing coordinator
- Payroll specialist

### Focused courses for your degree

This program focuses on human resource and business courses. Employment life cycles, compensation management, employment training and development, benefits administration, employee and labor relations, policy administration, human resource portfolios and information systems, and human resource risk management and emerging issues will be studied.

### Credential: Associate Professional in Human Resources (aPHR™)

Graduates of the AAS in HRM have the opportunity to earn a credential from the HR Certification Institute and take the Associate Professional in Human Resources (aPHR™) exam. It is a certification for professionals who are just beginning or advancing their career in human resources that can help supplement their career growth. This credential is not required for degree completion and is encouraged for students to prepare and study for after degree completion.



## COURSES REQUIRED

### Human Resource Management (AAS)

#### Freshman Year

	Fall	Spring
BOTE 108 Business Math.....	3 cr	
CSCI 101 Intro. to Computers .....	3 cr	
ENGL 110 College Composition I or COMM 110 Fund. of Public Speaking .....	3 cr	
HRM 120 Introduction to HR Management.....	3 cr	
Social science elective .....	3 cr	
BADM 120 Introduction to Business .....	3 cr	
BOTE 210 Business Communications.....	3 cr	
BOTE 247 Spreadsheet Applications .....	3 cr	
HRM 140 Employment Life Cycle.....	3 cr	
HRM 170 Employment Training and Development .....	3 cr	
Wellness elective .....	1 cr	

#### Sophomore Year

BADM 202 Principles of Management .....	3 cr
BOTE 209 Office Management.....	3 cr
BOTE 217 Records Management .....	3 cr
HRM 160 Compensation Administration.....	3 cr
HRM 200 Benefits Administration .....	3 cr
HRM 210 Employee and Labor Relations .....	3 cr
HRM 230 Employment Policy Administration .....	3 cr
HRM 270 HR Portfolio and Information Systems.....	3 cr
HRM 280 HR Risk Mgmt and Emerging Issues .....	3 cr
HRM 297 Internship .....	3 cr

Consult advisor for electives.

All courses subject to change. All HRM courses are offered online only.

Human Resource Management certificate curriculum can be found on DCB's website.

## CONTACT INFORMATION

DCB Advising Program  
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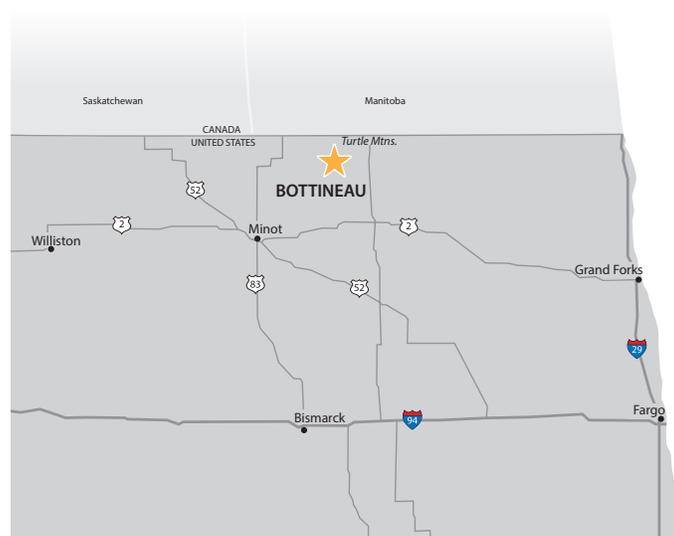
Admission Application and Campus Tours  
Admission/Student Services: 800-542-6866

WWW.DAKOTACOLLEGE.EDU



## DAKOTA COLLEGE AT BOTTINEAU VISION

Dakota College at Bottineau is rooted in the past and grows towards the future by combining the best from the *Past, Present, and Future* to provide students with innovative educational opportunities. The campus will emphasize a knowledge and appreciation of *Nature*, implement a rapidly changing *Technology*, and prepare students to go *Beyond* and improve the quality of life.



DCB offers several varsity sports!  
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